



**City of Saxman
City Council Special Meeting
December 30, 2023
5:00 PM**

MINUTES

Call to Order

Mayor Seludo called the Meeting to Order at 5:02 PM. Mayor Seludo mentioned that we will stand at ease until we have a Quorum. Councilor D. Blair walked in at 5:04 PM.

The Meeting began at 5:07 PM.

Prayer

Invocation by Councilor Watson.

Roll Call/Quorum

PRESENT

Mayor Frank Seludo
Council Member Rick Makua
Council Member Billy Joe Thomas
Council Member Denny Blair
Council Member Norman Natkong Sr.
Council Member Woody Watson

ABSENT

Council Member Gabriella Blair

ALSO PRESENT:

Brianna Berg - City Clerk Taking Minutes

Public Comments

There were no Public Comments.

New Business

Discussion:

Mayor Seludo mentioned to the Council in regards of the AHFC Housing Grant that he is going to write a letter to the Organized Village of Saxman to see if they want to use their cleared lot on Eagle Avenue to build a four-plex. If they want to proceed he is going to ask if the City of Saxman can manage the grant through until completion. Once the project is complete; the four-plex would be the Organized Village of Saxmans' property and the City of Saxman would charge a one time administration fee at the end. It would make the process simple if the City of Saxman would manage so we do not involve too many entities in the grant with the State of Alaska and the Ketchikan Gateway Borough.

1. Oath of Office

Background: Oath of Office for Councilor G. Blair. The City Clerk will assist the new Council Members in the "Council Members Oath" and present them with a certificate of Election.

Councilor G. Blair was unable to attend the meeting as she was not able to leave work. This will be postponed to the next Regular Meeting.

2. December 14, 2023 Finance Meeting Minutes

Background: The recommendations/motions and minutes presented so Council can see items that need further approval at this meeting.

There was a motion made to pass Agenda Item's under New Business and the December 14, 2023 Financials with Recommendations.

Motion made by Council Member Watson, Seconded by Council Member Blair.
Voting Yea: Mayor Seludo, Council Member Blair, Council Member Natkong Sr., Council Member Watson

Motion Passes.

3. November 09, 2023 Finance Meeting Minutes

Background: The recommendations/motions and minutes presented so Council can see items that need further approval at this meeting.

There was a motion made to pass Agenda Item's under New Business and the November 09, 2023, Finance Meeting Minutes with Recommendations.

Motion made by Council Member Watson, Seconded by Council Member Blair.
Voting Yea: Council Member Blair, Council Member Natkong Sr., Council Member Watson

Motion Passes.

4. SCC Camera Quote

Background: SCC Camera Quote was presented for Council Review at the October 18, 2023, Regular Meeting, where the Vice Mayor mentioned he would report back with another quote compared prior to moving forward. The Vice Mayor did obtain another quote and mentioned that the price point is very close and this would be a good investment for the Community Center. The Council should review further and determine on whether or not they would like to proceed with this purchase with a motion and stating where the purchase should allocate within the budget coding.

Mayor Seludo mentioned that this Agenda Item needs a motion to pass at this meeting. There is an updated quote provided as the other quote expired although the totals did not change. This was originally brought up in October. The Mayor is requesting that the Council approve. We will be adding two new cameras at the SCC along with this.

There was a motion made to pass the SCC Camera Quote which will be paid from the Community Hall General Maintenance from the FY24 Budget.

Motion made by Council Member Watson, Seconded by Council Member Blair.
Voting Yea: Council Member Makua, Council Member Thomas, Council Member Blair, Council Member Natkong Sr., Council Member Watson

The Mayor Called for a Roll Call Vote

Roll Call Vote:

Voting Yes: Councilor Makua, Councilor Thomas, Councilor D. Blair, Councilor Natkong SR and Councilor Watson.

Voting No: None.

Motion Passes.

5. Bobcat Quote

Background: Mayor Seludo discussed this Agenda item at the previous Finance Meeting and will provide more information on the terms and the quote to the Council.

Mayor Seludo mentioned that we are going to hold off on the Bobcat Quote for the meantime as he needs to go to the Bank and Bobcat and obtain more information. This will be postponed.

6. January Calendar

Background: January Calendar presented for Council's review.

Mayor Seludo would like to move the Building and Ordinance Committee Meeting as he will be traveling on the presented date. Move to the 10th or 12th.

7. Workshops

Background: The Council needs to set dates for workshops for the following; EMS/Fire Fees, Carving Center Rental Policy, Capital List, and the Totem Restoration Funds from Cape Fox Tours & City of Saxman Project.

EMS/Fire Fees: The Mayor mentioned that the Council needs to meet on this and discuss further.

Totem Restoration Funds from Cape Fox Tours: The Mayor mentioned that the Council needs to decide on the use of the funds and the Administrative staff will send a letter to Cape Fox explaining how we are going to use those funds.

Capital Project List: Mayor Seludo mentioned that we do really need to spend a day together (as a Council) to go over this. If there are any ideas just write it down in the meantime. We will set a date for a workshop soon.

8. Interim City Administrator/Mayor Report

Background: The Interim City Administrator/Mayor will provide an oral report.

Mayor Seludo mentioned that the Vice Mayor & himself attended the AML Conference in early December. He mentioned that he ran for the AML Board and he won the chair. He requested that we make sure that we budget for all the AML Meetings for Mayor Seludo to attend.

Mayor Seludo mentioned that he received a resume for a potential City Administrator and he will update when he sets a time for an interview. He received an application for an Administrative Assistant and has a scheduled interview for Tuesday.

Discussion:

Councilor Makua: Questioned on whether we are able to accomodate for part time for the Administrative Assistant from January through June of 2024. And then work on putting them to full time?

Mayor Seludo mentioned that we will need to discuss this with Finance.

Mayor Seludo informed the Council that the Letter of Intent was sent for the AHFC Grant.

Mayor Seludo requested permission from the Council to write a letter to the Organized Village of Saxman to consider using their recently cleared out Eagle Avenue Lot for the second four-plex.

Council Comments:

Vice Mayor Thomas: It would be nice to get them on board.

Mayor Seludo: I will write a letter to OVS requesting the use of the Eagle Avenue Lot for the second four-plex whereas the City of Saxman will manage the project throughout until completion. At the end of the project, it will be handed back over to OVS.

9. November Operator Report

Background: The Water Operator attached a written report on the status of the Water Plant for the month of November.

Mayor Seludo mentioned that the current Water Operator has been doing well with preventative maintenance. He informed the Council that there were some essential water plant supplies ordered late and we ended up ordering double. So during Finance Meeting you will see that increase in the expense item. Until we receive this item Mayor Seludo requested that the Water Operators shut down the plant in the evenings for now. Take samples every four hours because the plant is not working. Shutting down plant at 730 PM at night and it gets turned back on at 5 or 6 AM when the Water Operator comes in for the morning so we do not have to do those manual readings. That is all I have for that.

Mayor Seludo questioned on whether or not the Council had any further comments, questions or concerns on the November & December Operator Reports.

There was a motion made to accept the Reports.

Motion made by Council Member Watson, Seconded by Council Member Makua.
Voting Yea: Council Member Makua, Council Member Thomas, Council Member Blair, Council Member Natkong Sr., Council Member Watson

Motion Passed.

10. December Operator Report

Background: The Water Operator attached a written report on the status of the Water Plant for the month December.

Written Report was reviewed and approved by Council.

Council/Mayor Comments

Councilor Watson: Good meeting. We got everything done right away. I am glad we are moving forward on all this.

Councilor Natkong SR: Good Meeting. I am glad to see everyone is here. That is all I have.

Councilor Makua: I apologize for arriving late.

Councilor D. Blair: Good Meeting. That is all.

Vice Mayor Thomas: I am excited for what 2024 brings. I hope we can get the Totem pole squared away and have it carved by summer.

Mayor Seludo: I wanted to bring up a few more things. The schoolhouse lot did get surveyed. Mayor Seludo requested that the Surveyor put in where the actual road extends on Eagle Avenue. Been working with DOT to get measurements. Thank you all for showing up and coming to the meeting. I will be out of town January 3-9, 2024, and so will Vice Mayor Thomas. Hopefully everything keeps going smoothly here in the office.

Adjournment

There was a motion made to adjourn the meeting.

Motion made by Council Member Thomas, Seconded by Council Member Blair.

Voting Yea: Council Member Makua, Council Member Thomas, Council Member Blair, Council Member Natkong Sr., Council Member Watson

Motion Passes. Meeting adjourned 5:42 PM.

Frank H. Seludo, Mayor

Brianna Berg, City Clerk